

**COST PROPOSAL DOCUMENTS**  
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OFFEROR:

SUMMARY OF PROPOSED COSTS AND FEE BY YEAR

<u>Cost Elements</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	Base Period <u>Subtotal</u>	Option <u>Year 1</u>	Option <u>Year 2</u>	5 Year <u>Total</u>
Direct Labor							
Fringe Benefits							
O/H							
Other Direct Costs :							
Materials & Supplies							
Subcontracts							
Overtime							
Travel and Training							
G & A Expense							
Total Estimated Cost							
Fixed Fee (include fixed fee %)							
Total Price							

OFFEROR:

**SUMMARY DISTRIBUTION OF RFP DIRECT PRODUCTIVE LABOR HOURS (DPLH)**

<u>SOLICITATION DIRECT LABOR CATEGORY</u>	<u>Offeror's Proposed Hours</u>	<u>Prime Participant #1 Proposed Hours</u>	<u>Prime Participant #2 Proposed Hours</u>	<u>Total DPLH</u>
Admin. Specialist 1				9000
Admin. Specialist 2				18000
Admin. Specialist 3				9000
Admin. Specialist 4				9000
Engineer 1				18000
Engineer 2				27000
Engineer 3				27000
Engineer 4				18000
Engineer 5				9000
Engineer 6				9000
Engineer 7				4500
Engineer 8				2250
Engineer Specialist 1				9000
General Clerk				9000
Info. Sys. Designer				9000
Program Director				9000
Program Manager				9000
Secretary 2				18000
Technical Communications Specialist 1				18000
Technical Communications Specialist 2				18000
Technical Communications Specialist 3				18000
Technical Communications Specialist 4				9000
				-----
			TOTAL	285,750

OFFEROR:

**POSITION DESCRIPTIONS OF DIRECT LABOR CATEGORIES**

Offeror shall provide brief job position descriptions for all labor categories of Offeror and all Prime Participants as identified on Exhibit B1. The position descriptions and minimum qualifications shall be the same as those provided in the Staffing Plan (L.15, File 3).

OFFEROR:

**RECONCILIATION OF LABOR CATEGORIES**

This Exhibit is to be used for a reconciliation of specified labor categories in the RFP to the Offeror's normal labor categories.

RFP LABOR CATEGORY

OFFEROR'S CORRESPONDING LABOR CATEGORY

Admin. Specialist 1  
Admin. Specialist 2  
Admin. Specialist 3  
Admin. Specialist 4  
Engineer 1  
Engineer 2  
Engineer 3  
Engineer 4  
Engineer 5  
Engineer 6  
Engineer 7  
Engineer 8  
Engineer Specialist 1  
General Clerk  
Info. Sys. Designer  
Program Director  
Program Manager  
Secretary 2  
Technical Communications Specialist 1  
Technical Communications Specialist 2  
Technical Communications Specialist 3  
Technical Communications Specialist 4

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
YEAR ONE OF BASE PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hrs.</u>	<u>Hourly Rate</u>	<u>Labor Costs</u>	<u>TOTAL LABOR COSTS</u>
Admin. Specialist 1	1800			
Admin. Specialist 2	3600			
Admin. Specialist 3	1800			
Admin. Specialist 4	1800			
Engineer 1	3600			
Engineer 2	5400			
Engineer 3	5400			
Engineer 4	3600			
Engineer 5	1800			
Engineer 6	1800			
Engineer 7	900			
Engineer 8	450			
Engineer Specialist 1	1800			
General Clerk	1800			
Info. Sys. Designer	1800			
Program Director	1800			
Program Manager	1800			
Secretary 2	3600			
Technical Communications Specialist 1	3600			
Technical Communications Specialist 2	3600			
Technical Communications Specialist 3	3600			
Technical Communications Specialist 4	1800			
 TOTALS FOR BASE YEAR 1	 57150			

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
YEAR TWO OF BASE PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hrs.</u>	<u>Hourly Rate</u>	<u>Labor Costs</u>	<u>TOTAL LABOR COSTS</u>
Admin. Specialist 1	1800			
Admin. Specialist 2	3600			
Admin. Specialist 3	1800			
Admin. Specialist 4	1800			
Engineer 1	3600			
Engineer 2	5400			
Engineer 3	5400			
Engineer 4	3600			
Engineer 5	1800			
Engineer 6	1800			
Engineer 7	900			
Engineer 8	450			
Engineer Specialist 1	1800			
General Clerk	1800			
Info. Sys. Designer	1800			
Program Director	1800			
Program Manager	1800			
Secretary 2	3600			
Technical Communications Specialist 1	3600			
Technical Communications Specialist 2	3600			
Technical Communications Specialist 3	3600			
Technical Communications Specialist 4	1800			
 TOTALS FOR BASE YEAR 2	 57150			

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
YEAR THREE OF BASE PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hrs.</u>	<u>Hourly Rate</u>	<u>Labor Costs</u>	<u>TOTAL LABOR COSTS</u>
Admin. Specialist 1	1800			
Admin. Specialist 2	3600			
Admin. Specialist 3	1800			
Admin. Specialist 4	1800			
Engineer 1	3600			
Engineer 2	5400			
Engineer 3	5400			
Engineer 4	3600			
Engineer 5	1800			
Engineer 6	1800			
Engineer 7	900			
Engineer 8	450			
Engineer Specialist 1	1800			
General Clerk	1800			
Info. Sys. Designer	1800			
Program Director	1800			
Program Manager	1800			
Secretary 2	3600			
Technical Communications Specialist 1	3600			
Technical Communications Specialist 2	3600			
Technical Communications Specialist 3	3600			
Technical Communications Specialist 4	1800			
 TOTALS FOR BASE YEAR 3	 57150			



OFFEROR:

**LABOR HOURS, RATES AND COSTS  
FIRST OPTION PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hrs.</u>	<u>Hourly Rate</u>	<u>Labor Costs</u>	<u>TOTAL LABOR COSTS</u>
Admin. Specialist 1	1800			
Admin. Specialist 2	3600			
Admin. Specialist 3	1800			
Admin. Specialist 4	1800			
Engineer 1	3600			
Engineer 2	5400			
Engineer 3	5400			
Engineer 4	3600			
Engineer 5	1800			
Engineer 6	1800			
Engineer 7	900			
Engineer 8	450			
Engineer Specialist 1	1800			
General Clerk	1800			
Info. Sys. Designer	1800			
Program Director	1800			
Program Manager	1800			
Secretary 2	3600			
Technical Communications Specialist 1	3600			
Technical Communications Specialist 2	3600			
Technical Communications Specialist 3	3600			
Technical Communications Specialist 4	1800			
 TOTALS FOR OPTION PERIOD 1	 57150			

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
SECOND OPTION PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hrs.</u>	<u>Hourly Rate</u>	<u>Labor Costs</u>	<u>TOTAL LABOR COSTS</u>
Admin. Specialist 1	1800			
Admin. Specialist 2	3600			
Admin. Specialist 3	1800			
Admin. Specialist 4	1800			
Engineer 1	3600			
Engineer 2	5400			
Engineer 3	5400			
Engineer 4	3600			
Engineer 5	1800			
Engineer 6	1800			
Engineer 7	900			
Engineer 8	450			
Engineer Specialist 1	1800			
General Clerk	1800			
Info. Sys. Designer	1800			
Program Director	1800			
Program Manager	1800			
Secretary 2	3600			
Technical Communications Specialist 1	3600			
Technical Communications Specialist 2	3600			
Technical Communications Specialist 3	3600			
Technical Communications Specialist 4	1800			
 TOTALS FOR OPTION PERIOD 2	 57150			

OFFEROR:

**FRINGE BENEFIT EXPENSE SCHEDULE**

<u>(TYPICAL CATEGORIES)</u>	LAST FISCAL	CURRENT	<u>FUTURE FISCAL YEARS (PROJECTED) (2)</u>				
	YEAR <u>(ACTUAL) (1)</u>	FISCAL YEAR <u>(PROJECTED) (2)</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
SICK LEAVE	\$	\$	\$	\$	\$	\$	\$
HOLIDAY							
VACATION							
ADMINISTRATIVE LEAVE							
WORKMAN'S COMPENSATION							
UNEMPLOYMENT INSURANCE							
FICA TAX							
GROUP INSURANCE							
TRAINING							
EDUCATIONAL AID							
PENSION							
EMPLOYEE MORALE							
OTHER (SPECIFY)	_____	_____	_____	_____	_____	_____	_____
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
FRINGE BENEFIT RATE	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING \_\_\_\_\_.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

**OVERHEAD EXPENSE SCHEDULE**

<u>(TYPICAL CATEGORIES)</u>	<u>LAST FISCAL YEAR (ACTUAL) (1)</u>	<u>CURRENT FISCAL YEAR (PROJECTED) (2)</u>	<u>FUTURE FISCAL YEARS (PROJECTED) (2)</u>				
			<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
SALARIES AND WAGES:							
INDIRECT LABOR	\$	\$	\$	\$	\$	\$	\$
OTHER COMPENSATION							
OVERTIME PREMIUM							
SICK LEAVE							
HOLIDAY							
VACATION							
SEVERANCE							
OTHER (SPECIFY)							
PERSONNEL EXPENSES:							
COMPENSATION INS							
UNEMPLOYMENT INS							
FICA TAX							
GROUP INSURANCE							
TRAVEL EXPENSE							
RECRUITING							
TRAINING							
PENSION							
OTHER (SPECIFY)							
SUPPLIES AND SERVICES:							
GENERAL OPERATING							
OFFICE AND PRINTING							
UTILITIES							
OTHER (SPECIFY)							
FIXED COSTS:							
OFFICE RENTAL							
EQUIPMENT RENTAL							
DEPRECIATION							
OTHER (SPECIFY)							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
OVERHEAD RATE	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING \_\_\_\_\_.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

**GENERAL AND ADMINISTRATIVE (G&A) EXPENSE SCHEDULE**

<u>(TYPICAL CATEGORIES)</u>	LAST FISCAL	CURRENT	<u>FUTURE FISCAL YEARS (PROJECTED) (2)</u>				
	YEAR <u>(ACTUAL) (1)</u>	FISCAL YEAR <u>(PROJECTED) (2)</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
SALARIES AND WAGES:							
INDIRECT LABOR	\$	\$	\$	\$	\$	\$	\$
OTHER COMPENSATION							
OVERTIME PREMIUM							
SICK LEAVE							
HOLIDAY							
VACATION							
SEVERANCE							
OTHER (SPECIFY)							
PERSONNEL EXPENSES:							
COMPENSATION INS							
UNEMPLOYMENT INS							
FICA TAX							
GROUP INSURANCE							
TRAVEL EXPENSE							
RECRUITING							
TRAINING							
PENSION							
OTHER (SPECIFY)							
BID AND PROPOSAL							
INDEPENDENT R&D							
SUPPLIES AND SERVICES:							
GENERAL OPERATING							
OFFICE AND PRINTING							
UTILITIES							
OTHER (SPECIFY)							
FIXED COSTS:							
OFFICE RENTAL							
EQUIPMENT RENTAL							
DEPRECIATION							
OTHER (SPECIFY)							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
G&A EXPENSE RATE	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING \_\_\_\_\_.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

**INVENTORY OF PERSONNEL AS OF DATE OF PROPOSAL PREPARATION**

<u>LABOR CATEGORY</u>	<u>NO. REQ</u>	<u>NUMBER OF EMPLOYEES AVAILABLE WITHIN COMPANY</u>	<u>NUMBER OF NEW HIRES PLANNED</u>	<u>NUMBER AVAILABLE FROM SUBCONTRACTORS AND CONSULTANTS</u>
Admin. Specialist 1				
Admin. Specialist 2				
Admin. Specialist 3				
Admin. Specialist 4				
Engineer 1				
Engineer 2				
Engineer 3				
Engineer 4				
Engineer 5				
Engineer 6				
Engineer 7				
Engineer 8				
Engineer Specialist 1				
General Clerk				
Info. Sys. Designer				
Program Director				
Program Manager				
Secretary 2				
Technical Communications Specialist 1				
Technical Communications Specialist 2				
Technical Communications Specialist 3				
Technical Communications Specialist 4				

OFFEROR:

**OTHER DIRECT COSTS**  
**(AMOUNTS SHOWN BELOW PROVIDED BY NETL)**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Subtotal</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	<u>Grand Total</u>
Other Direct Costs:							
Materials & Supplies	\$240,000	\$240,000	\$240,000	\$720,000	\$240,000	\$240,000	\$1,200,000
Training	40,000	40,000	40,000	120,000	40,000	40,000	200,000
Travel	100,000	100,000	100,000	300,000	100,000	100,000	500,000
Totals	<u>\$380,000</u>	<u>\$380,000</u>	<u>\$380,000</u>	<u>\$1,140,000</u>	<u>\$380,000</u>	<u>\$380,000</u>	<u>\$1,900,000</u>